

American Society of Mechanical Engineers Safety Engineering and Risk Analysis Division

Executive Committee Meeting October 12, 2010

Executive Committee 2010 – 2011		
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<p>Jim Harris 3rd Vice Chair, Treasurer Research Safety Engineer Division of Safety Research National Institute for Occupational Safety and Health (NIOSH) 1095 Willowdale Rd. MS-G800 Morgantown, WV 26505 T: 304-285-6120 F: 304-285-6047 E: jrh6@cdc.gov jimandaimieharris@frontier.com</p>	<p>W. R. (Bill) Byrd 4th Vice Chair, Secretary President RCP Inc. 801 Louisiana St., #200 Houston, TX 77002 T: 888-727-9937 F: 713-655-8083 E: wrb@rcp.com</p>	

Attendees:

- Executive Committee: Chinh Bui, Curtis Smith, John Lyver, Jim Harris, Bill Byrd
- Other: Marian Heller, John Wiechel, Ward Baun
- Not able to attend: NA

1. **Call to Order (C. Bui):** The meeting was called to order at 11:00 am (EST). Meeting was conducted by teleconference.
2. **Review/adoption of minutes from September 14, 2010 (all):** Latest draft minutes were approved.
3. **Treasurer's report (J. Harris):** Jim now has access to the financial part of the website, but has not been able to use Crystal Reports to do any analysis. ASME has combined the two contributions accounts.

a. Jim H. – work with tech support to get Crystal Reports working.

4. Review of action items list (all): The action items from the prior meeting were reviewed and updated. The open Action Items have been incorporated into these minutes, as sub-bullets under their appropriate headings.

5. IMECE Technical Coordination (W. Byrd): All sessions have been scheduled, all papers have been accepted, and all presenters have registered for IMECE 2010. There will be 40 presentations in 8 sessions, plus one presentation in a plenary session on Monday afternoon. Pete Prassinis will coordinate Topic 17-4 for Shuzhen, who will be unable to attend. Curtis Smith should be able to facilitate the plenary session on Monday. The final session schedule is given below, with the coordinators shown.

	8:00 am	9:45 am	1:00 pm	2:45 pm	4:30 pm
Monday				17-3-3 (plenary) Curtis S.	
Tuesday	17-3-1 Curtis S.	17-3-2 Curtis S.	17-4-1 Pete P.	17-5-1 Chinh B.	17-5-2 Chinh B.
Wednesday	17-3-4 Curtis S.			17-2-1 Jim H.	17-2-3 Jim H.

W. Byrd responded to the IMECE 2011 coordinator about our desire to continue track 17 as-is in 2011, with the possible addition of other topics if ASME decides to consolidate those into our track. Chinh is working with others in E&TM to determine what will be consolidated with our track.

6. IMECE EC Meeting / Awards (Lyver / Heller): We will have a luncheon instead of a dinner at this year’s IMECE Congress, and will not have a special speaker. We have no sessions scheduled immediately before or after the luncheon, which will give us plenty of time. The SERAD EC face-to-face meeting during IMECE is scheduled for 6:10 pm on Tuesday, Nov. 16. C. Bui has completed the arrangements for the awards for the outgoing chair, the IMECE chair, and the student awards. The student award has been corrected to delete the sponsorship by NIOSH.

a. J. Lyver will finalize the IMECE 2010 awards event with Stephen Crane, and get a budget and estimated attendance. We will not be able to get an accurate headcount until close to the end of registration. There will be no minimum charge for the luncheon itself.

b. Chinh B. will get the names of complementary luncheon attendees to Jacinta.

7. Student Design Contest (Lyver / Brady): 13 teams applied for the student design contest. The first place team will get \$2,000, and their advisor \$500. The second place team will get a plaque. Jim Harris will assume the lead on this topic when he moves to 2nd Vice Chair.

- a. J. Lyver will work with Brian Brady to ensure that the winning team is prepared to make a presentation about their project at the SERAD awards luncheon. Jacinta may contact the winning team directly if Brian can't be contacted in time.
 - b. The EC needs to ensure that a replacement for Brian Brady is in place for the 2011 student design contest. Dennis Andrews had previously volunteered, but it is unclear if he has actually helped with this year's contest.
 - c. Jim H. will request that NIOSH provide a sponsorship for 2011. Other EC members should also attempt to get sponsorships for this contest.
- 8. Newsletter and other initiatives (W. Baun):** This item was not discussed during the meeting.
- 9. Update on the Energy Challenge (C. Bui):** This item was not discussed during the meeting.
- 10. Update on Other Committees (all):** This item was not discussed during the meeting.
- 11. Other Business (all):**
- a. All EC members that plan to attend the IMECE in Vancouver should send their cell phone numbers to Chinh. He will distribute them to the EC attendees, so that we can coordinate our activities on site.
- 12. Next EC Conference:** The next EC meeting will occur at the IMECE congress in Vancouver, at 6:10 pm local time Tuesday, November 16, 2010. Topics of discussion will include:
- a. Various ways to increase income to SERAD, in order to fund additional future activities.
 - b. Enhancements to the student awards process to increase participation.
- 13. Adjourn:** The teleconference adjourned at 11:30 am EST.